



British College of Technology

The Academic Council of the British College for Technology, based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037 and its Statute, at the meeting held on, approves:

REGULATIONS FOR ELECTIONS, PROCEDURES AND STUDENT UNION

Article 1

Purpose

1. This regulation serves as the highest legal document of the Students' Union.
2. The regulation specifies the implementation of the responsibilities of the Students' Union in support of the Statute of the College.
3. The regulation defines the powers and status of the Union, outlines the organization and functioning of its bodies, details the internal relations within the Union, and describes local and international cooperation, as well as the Union's relationships with the Dean's office, the Governing Council, students, and other departments.
4. The regulation governing the Students' Union is ratified by the Student Parliament with a two-thirds majority of the total membership votes.

Article 2

Student's Union

1. The Students' Union is a student organization that represents the interests of College students both on and off campus, with its functions guaranteed by the Statute of the College.
2. The Students' Union, through its governing bodies, ensures that students enjoy all their rights and freedoms, irrespective of race, ethnicity, gender, language, religion, sexual orientation, political or other beliefs, national or social origin, and regardless of property, birth, or any other status, to provide equal rights and opportunities in the facilities offered by the College.
3. The Students' Union fosters cooperation among students and promotes, protects, and enhances students' rights, fighting against discrimination, exclusion, and injustice through

targeted campaigns and initiatives, thereby ensuring student representation in all policymaking bodies and processes at the College.

4. The Students' Union establishes cooperation agreements with various organizations, institutions, and companies to facilitate a range of student activities.
5. The Students' Union allows students to engage in College activities through its governing bodies.

Article 3

Status and symbols

1. The Students' Union is a student representation organization, without legal subjectivity, that advocates for the interests of students through its governing bodies.
2. The Students' Union has its own symbols, including a logo, seal, and flag.
3. The symbols of the Students' Union are approved and modified by the Student Parliament in accordance with the Statute of the College and the regulation of the Students' Union. They must not resemble the symbols of other organizations, institutions, or companies operating in the Republic of Kosovo or abroad, excluding the College.
4. Changes to the symbols of the Students' Union are made by the Student Parliament with a two-thirds majority of the votes from the members of the Students' Union, with proposals presented at least 10 days prior to the scheduled voting meeting.
5. The use of these symbols is the exclusive right of the Students' Union, and no entity or individual may use the emblem or other symbols without prior authorization from the Presidency of the Students' Union.
6. The content, rights, and methods of using the symbols of the Students' Union are determined by specific decisions of the Student Parliament.

Article 4

Competencies of the Students' Union

1. The Students' Union possesses its own competencies as well as those delegated according to this regulation, the Statute of the College, and other applicable legal acts.
2. The Students' Union holds full and exclusive competencies in areas of general interest, while adhering to the standards established in the regulation, including:
 - 2.1. Utilization of spaces provided by the College;
 - 2.2. Promotion, protection, and enhancement of students' rights;
 - 2.3. Addressing student complaints and requests;
 - 2.4. Organizing cultural, sports, and other recreational activities;

- 2.5. Any matters not explicitly excluded from their competencies or assigned to another authority.
3. The College may delegate specific competencies to the Students' Union as outlined in the current regulation.

Article 5

The Acts of the Students' Union

1. The Students' Union formulates internal acts, which are approved by the Student Parliament.
2. The internal acts of the Students' Union are applicable on all campuses of the College and include:
 - 2.1. Regulation of the Students' Union;
 - 2.2. Rules of Procedure for the Student Parliament;
 - 2.3. Any other act deemed necessary for the effective functioning of the Students' Union.

Article 6

Cooperation with Other Students' Organizations

1. The Students' Union has the right to collaborate and form partnerships with other organizations in the Republic of Kosovo and international organizations, within the scope of its competencies, to undertake functions of common interest in accordance with applicable legal principles.
2. Cooperation agreements on behalf of the Students' Union are signed by the President.

Article 7

Representation of the Union in Associations

1. To protect and promote common interests, the Students' Union is organized and actively participates in associations operating both domestically and internationally.
2. Membership agreements, financial documents of associations, information about their activities, and budget contributions must be made public by the committee of the Students' Union before being submitted to the Student Parliament for approval.
3. In accordance with the law, such associations may offer their members various services, including training, capacity building, technical assistance, research, and more.
4. Associations of student organizations may collaborate with international associations.

Article 8

Organizational structure

1. The organizational structure of the Students' Union is as follows:
 - 1.1. Student Parliament as the Student's Union;
 - 1.2. The Presidency;
 - 1.3. President of the Students' Union;
 - 1.4. Committees
 - 1.5. Members of the Students' Union.

Article 9

The Students' Parliament

1. The Students' Parliament is the highest representative body for students.
2. The Students' Parliament is composed of:
 - 2.1. six (9) elected representative from BCT;
 - 2.2. one (1) reserved representative for students from non-majority communities.
3. The Students' Parliament is responsible for drafting and approving the Rules of Procedure for the Student Parliament.
4. The Students' Parliament approves the regulation of the Students' Union and other acts of the Union.
5. The Students' Parliament and the Presidency of the Union have the authority to take measures for the implementation of legal acts within their competencies.
6. The President of the Students' Union chairs the Students' Parliament.
7. Meetings of the Students' Parliament are called by the Secretary of the Students' Union at least 5 days prior to the scheduled date, except in cases of emergencies.

Article 10

Students' Parliament Elections

1. Members of the Students' Parliament, as an independent body, are elected by the votes of students at the College during student elections held every two years.
2. Elections can be regular, extraordinary, or early.
3. The Presidency of the Students' Union is responsible for organizing the elections.
4. All students of the College are eligible to be candidates for membership in the Students' Parliament.
5. Candidates for the Students' Parliament must meet the following criteria:
 - 5.1. In a three-year system, the student must be in the first or second year.
6. Election materials, including candidate information and voting instructions, is publicly available at least two weeks before the election.

Article 11

Election Process

1. The electoral process is announced and overseen by the current Presidency of the Union.
2. Upon the announcement of elections by the Presidency of the Union, any student has the right to run by collecting at least 7 signatures from students.
3. The list of signatures must include the student card numbers to prevent duplicate signatures.
4. This list is submitted to the Presidency of the Union, which verifies the authenticity of the signatures and candidacies before finalizing the names of all candidates for voting.
5. Voting is organized electronically through the EduPage platform.
6. The election process lasts for ten (10) days.
7. The student receiving the most votes is elected President of the Students' Union and will represent the students in the Students' Parliament.
8. The student with the second highest number of votes is elected Vice President of the Students' Union.
9. Students with the highest number of votes will sequentially occupy the seven additional seats.
10. In cases where a reserved seat is available and there are two or more candidates, the individual with the most votes will be appointed. If there has been no voting at all, the seat will automatically be allocated to a student from a minority community.
11. If there are no such students, the seat will remain vacant.
12. A minimum of 30% of the elected representatives must be female.
13. To ensure gender participation, the votes are calculated for the minimum 30% solely based on the female gender. After this, the votes will be calculated according to merit.
14. The term for members of the Students' Parliament is two years.
15. The election process is overseen by a neutral Election Commission, which includes representatives from the Student Parliament, academic staff, and administration. The commission ensures that the process is free from bias and operates according to the principles of transparency and fairness.

Article 12

Duties and Responsibilities of the Members of the Students' Parliament

1. Members of the Students' Parliament have the following duties and responsibilities as outlined in the regulation of the Students' Union:
 - 1.1. Actively participate in meetings of the Students' Parliament;

- 1.2. Engage in committees of the Students' Parliament;
- 1.3. Carry out tasks assigned by the President of the Students' Union;
- 1.4. Participate in activities organized by the Students' Union or the College;
- 1.5. Provide reports to the Students' Parliament every three months or upon request from members.

Article 13

Termination of the Mandate of the Members of the Students' Parliament

1. The mandate of members of the Students' Parliament ends under the following circumstances:
 - 1.1. Violation of the regulation of the Students' Union;
 - 1.2. Violation of the Rules of Procedure of the Students' Parliament or other related acts;
 - 1.3. Resignation;
 - 1.4. Absence and lack of ongoing engagement;
 - 1.5. Conclusion of the mandate;
 - 1.6. Failure to report to the Students' Union more than twice consecutively;
 - 1.7. At the request of at least six members of the Students' Union who document inappropriate behavior or conduct;
 - 1.8. Graduation;
 - 1.9. In the event of death.

Article 14

Duties and Responsibilities of the President of the Students' Union

1. The duties of the President of the Students' Union are as follows:
 - 1.1. The President serves as the primary authority and leader of the Students' Union;
 - 1.2. Represents the students of the College both within and outside the institution;
 - 1.3. Organizes and leads the work of the Students' Parliament;
 - 1.4. Chairs meetings of the Students' Parliament;
 - 1.5. Supervises the activities of the members of the Students' Union;
 - 1.6. Executes acts approved by the Students' Parliament;
 - 1.7. Proposes members for committees within the Students' Parliament;
 - 1.8. Proposes regulations and other acts for approval by the Students' Parliament;
 - 1.9. Proposes the Work Plan for the Students' Parliament and executes it in collaboration with other Union members;
 - 1.10. Requests the Students' Parliament to review proposed acts for approval;
 - 1.11. Delegates responsibilities to other members based on their areas of work;

- 1.12. Organizes various activities in collaboration with other Union members and the College;
- 1.13. Appoints the Secretary of the Students' Parliament, whose term lasts for two years;
- 1.14. Appoints representatives of the Students' Union in the academic bodies of the College;
- 1.15. Represents the Students' Union in the Governing Council of the College.
2. The vice-chairperson fulfills the duties outlined in this regulation and statute in the absence of the chairperson. He or she coordinates other activities with the chairperson.

Article 15

Termination of the Mandate of the President of the Students' Union

1. The mandate of the President of the Students' Union may be terminated prematurely if:
 - 1.1. They violate the regulation of the Students' Union;
 - 1.2. They breach the Rules of Procedure of the Students' Parliament or other acts;
 - 1.3. They resign;
 - 1.4. They have continuous absences or lack of engagement;
 - 1.5. They refuse to report to the members of the Students' Parliament (more than twice in a row);
 - 1.6. At the initiative of at least 8 members of the Students' Union who document the inappropriate behavior or attitude of the President as per points 1.1, 1.2, and 1.4 of this article.

Article 16

Secretary of the Students' Union

1. The Secretary of the Students' Union is appointed by the President of the Students' Union.
2. The term of the Secretary of the Students' Union is two (2) years.
3. The duties and responsibilities of the Secretary of the Students' Union include:
 - 3.1. Calling meetings of the Students' Parliament;
 - 3.2. Setting the Agenda Items and keeping a record of member attendance at meetings;
 - 3.3. Organizing and managing the administrative, financial, and logistical tasks of the Students' Parliament;
 - 3.4. Reporting to the Students' Parliament only at the request of the President or members.

Article 17

Committees of the Students' Parliament

1. The Students' Parliament has the right to establish committees to facilitate its work.
2. Within the Students' Parliament, there are both permanent and temporary committees.
3. The permanent committees of the Students' Parliament are:
 - 3.1. Committee on Complaints;
 - 3.2. Disciplinary Committee;
4. The Students' Parliament also has the right to create temporary committees as needed to fulfill the Work Plan.

Article 18

Entry into force

This regulation entry into force after approval from the Academic Council of the College.

The Dean of BCT

